



SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA
invites applications for the position of:

Principal Analyst (Human Resources & Labor Relations Bureau)

An Equal Opportunity Employer

SALARY:

<u>Hourly</u>	<u>Biweekly</u>	<u>Monthly</u>	<u>Annually</u>
\$42.49 - \$51.63	\$3,399.20 - \$4,130.40	\$7,364.93 - \$8,949.20	\$88,379.20 - \$107,390.40

OPENING DATE: 10/22/10

CLOSING DATE: 11/12/10 05:00 PM

JOB

DESCRIPTION:

The Human Resources & Labor Relations Bureau of the Superior Court of California, County of Alameda is accepting applications for the position of Principal Analyst. Under direction of the Human Resources & Labor Relations Director, the Principal Analyst plans, implements, coordinates and manages projects and activities of major significance to the development and delivery of court programs and services; and performs other related duties as assigned.

EXAMPLES OF DUTIES:

May include but are not limited to the following:

1. Plans, organizes, and leads professional and technical staff involved in complex, sensitive and detailed analytical work in labor and employee relations; safety, disability and workers' compensation; recruitment, testing and selection; certification; classification and compensation; training and development; HRIS; cost benefit analysis; and position control management.
2. Plans, implements, coordinates and manages Human Resources programs and activities to improve administration of court services; and develops work plans and project goals.
3. Advises managers and supervisors on disciplinary matters and related personnel actions, and performance management process; coordinates grievance procedures and represents the Court in disciplinary matters; and assists managers in assessing the effectiveness of procedures, organizational structure and job design.
4. Represents management and participates in meet and confer sessions; develops contract language; interprets and explains memoranda of understanding, and personnel rules and regulations to managers and employees.
5. Plans, organizes and coordinates annual Court employee training program; designs and delivers training programs and seminars to managers and employees.

6. Plans, organizes and coordinates employees safety, disability and ADA programs.
7. Manages interdivisional teams, and complex projects and studies; participates on and coordinates committees and task forces.
8. Plans, organizes, supervises and conducts recruitment and selection activities; plans recruitment strategies; analyzes job duties and writes job announcements; screens applications; arranges for and participates on interview panels; develops and administers a variety of examinations; prepares and maintains eligible, transfer and certification lists; makes job offers and coordinates hiring process.
9. Develops and revises court policies, practices and procedures.
10. May supervise professional, technical and clerical staff.
11. Acts in the absence of the Human Resources & Labor Relations Director.
12. Performs other related duties as assigned.

**MINIMUM
QUALIFICATIONS:**

Education:

Possession of a Bachelor's degree from an accredited college or university in court, public or business administration, human resources or industrial relations.

Additional administrative, management or supervisory experience in court administration and/or human resources may substitute for education on a year-to-year basis.

And

Experience:

The equivalent to six (6) years of professional-level experience in human resources, including recruitment, testing and selection; classification and compensation; training and development; safety; labor and employee relations programs; employee benefits, workers' compensation administration; policy analysis or complex program development.

**KNOWLEDGE
AND ABILITIES:**

Knowledge of principles, functions and practices of public personnel administration; local, state and federal laws pertaining to employment law, labor relations, workers' compensation and state unemployment insurance; methods and techniques of classification, compensation, selection process, examination and training; budget techniques and practices; salary administration; grievance procedures; basic job analysis methods and techniques; statistical and research methods; supervision principles and practices, basic work processing software necessary for the preparation of court reports and correspondence.

Ability to manage special projects and programs; evaluate problems with conflicting evidence, identify alternatives, and make recommendations; interpret and explain personnel procedures to employees at all levels and personnel of other organizations; interpret and apply employee labor agreements and state and federal laws pertaining to employment; use a variety of computer office applications; prepare written and oral presentations; maintain the confidence and cooperation of Court officials, employees and the public; collect, interpret and evaluate a variety of narrative and statistical data; conduct job analysis, job audits and other research; develop and write a variety of procedures, correspondence and narrative reports; maintain confidentiality of information; and exercise discretion and independent judgment.

GENERAL INFORMATION

This is a full-time management level position. Employment is contingent upon the provision of appropriate identifying documents to certify eligibility to work in the United States. This position includes a one-year probationary period. The finalist must be fingerprinted for criminal record check purposes and continued employment is contingent upon information received in the report.

The examination process will include the following three components:

1. An initial screening of all application materials received by Friday, November 12, 2010, including application form and supplemental questionnaire.
2. A review of the application and supplemental questionnaire to select the best-qualified candidates for the oral interview.
3. An oral interview that will be weighted as 100% of the candidate's final score. The oral interview may contain situational exercises.

The court reserves the right to limit the number of candidates invited to the testing process to include only the best-qualified candidates should there be a large applicant pool. Successful candidates in the initial application review will be considered further in the selection process.

The components of this recruitment and examination process are subject to change.

A properly completed supplemental questionnaire must be submitted with your application. The supplemental questionnaire and the application form are used to evaluate your qualifications. Please answer the following questions and submit your responses with your completed application form by 5:00 p.m. on Friday, November 12, 2010. **Failure to submit the application form and/or supplemental questionnaire will result in disqualification.**

<http://www.alameda.courts.ca.gov/courts>

ALTERNATIVE FORMAT MAY BE OBTAINED AT:

1225 Fallon Street, Room 105

Oakland, CA 94612

General (510) 891-6079

Job Hotline (510) 891-6020

dpritchett@alameda.courts.ca.gov

PRINCIPAL ANALYST (HUMAN RESOURCES & LABOR
RELATIONS BUREAU)

DP

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Principal Analyst (Human Resources & Labor Relations Bureau) Supplemental Questionnaire

- * 1. Do you meet the Minimum Qualifications?
☐ Yes ☐ No
- * 2. If you answered yes to question #1, briefly describe your job-related training and work experience.
- * 3. Do you have experience working in a union environment, including but not limited to labor contract negotiations, meet and confer, grievance and disciplinary process, arbitration and/or administrative hearing and labor management committees?
☐ Yes ☐ No
- * 4. If you answered yes to question #3, please respond to the following:
- Describe your role and primary responsibility in labor contract negotiations, including the bargaining units you have worked with.
 - Describe your experience in meet and confer, grievance and disciplinary process, arbitration and/or administrative hearing and labor management committees.
- * 5. Describe your experience in conducting investigations and making appropriate recommendations. Attach a sample investigation report that you have written and sanitize the names of all the involved parties.
- * 6. Do you have experience in interpreting and applying employee labor agreements, personnel policies and procedures, and local, state and federal rules and regulations?
☐ Yes ☐ No
- * 7. If you answered yes to question #6, describe your experience in interpreting and applying employee labor agreements, personnel policies and procedures, and local, state and federal rules and regulations.
- * 8. Do you have experience in training and employee development, including curriculum development, implementation and evaluation?

☐ Yes ☐ No

- * 9. If you answered yes to question #8, describe your experience in training and employee development, including curriculum development, implementation and evaluation. What are your specific role and responsibilities in training and employee development?
- * 10. Do you have experience in recruitment, examination and selection process?
☐ Yes ☐ No
- * 11. If you answered yes to question #10, please describe your experience in recruitment, examination and selection process.
- * 12. Do you have experience in classification and compensation, including classification studies, FLSA and pay equity?
☐ Yes ☐ No
- * 13. If you answered yes to question #12, describe your experience in classification and compensation, including classification studies, FLSA and pay equity. Provide an example of a specific classification study that you have conducted and describe the steps in the process.
- * 14. Do you have experience in employee benefits administration and working with a third party administrator?
☐ Yes ☐ No
- * 15. If you answered yes to question #14, describe your experience in employee benefits administration and working with a third party administrator.
- * 16. Do you have experience in workers' compensation, safety, FMLA and disability programs, including the ADA administration?
☐ Yes ☐ No
- * 17. If you answered yes to question #16, please describe your experience in workers' compensation, safety, FMLA and disability programs, including the ADA administration.

* Required Question